To: Administration Team, ORKTS

 (Email: ORKTS-AdmT@cuhk.edu.hk; or Fax: 3942-0993)

**Change Request Form**

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| 1. **Project Particulars**
 |
| Funding Scheme |       |
| Name of PI  |       |
| Project Title (Project Code) |       |
| Project Duration (in months) |       |
| Awarded Amount  | HK$       | Available Balance  | HK$       |

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| 1. **Request for Change(s)**
 |
| **Type** | **Details** |
| [ ]  Project Extension | Originally approved project duration: Total period (in months):       Start date:       End date:       |
| Requested extension: Proposed extension (in months):       Proposed end date:       |
| Any extension approved previously? Yes [ ]  No [ ]  | If yes, please provide details on the extended period and approval date:       |
| [ ]  Change of PI  | New PI’s particulars: |
| Name:       Position:       Academic Unit:       |
| [ ]  Budget Revision | Budget item\* | 1. Originally approved
 | 1. Proposed virement
 | Difference i.e. (b) – (a) |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
| Total |       |       |       |
| *\* For newly added item(s), please indicate it with “(New)”, e.g. Conference (New).* |
| [ ]  Other | Please specify:       |

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| 1. **Justifications and planning for the requested change(s)**

*[eg. reason(s) for project extension/change of PI, plans for using up the remaining funding balance and completing the project]* |
|       |
| Signature of PI: |  |  |       |
|  | (Name:       ) |  | Date  |
| For Direct Grant, endorsement from Faculty Dean/Panel Convener is required |
| Signature of endorser: |  |  |       |
|  | (Name:       ) |  | Date  |